

EMPLOYEE RELATIONS—SCHEDULE A EMPLOYEES

**Status:** Active Policy  
**Effective Date:** July 1, 2006 through June 30, 2008  
**Revised Date:** N/A  
**Approved By:** J. Stephen Fletcher, CIO  
**Authority:** *UCA §67-19-15(1); UCA §67-19-19a; Utah Administrative Code R477-2-3*

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2.1 PURPOSE

This policy establishes a process for career service exempt Schedule A employees to address job related concerns and issues with the Department of Technology Services (DTS) management.

2.1.1 Background

DTS positions meeting the criteria for exemption as articulated in the Utah Code Annotated 67-19-15(1) shall be classified as career service exempt. Even though career service exempt employees work at the will and pleasure of DTS and do not have access to the State's grievance procedure as mandated in UCA 67-19a, this policy provides DTS employees access to management to address their concerns.

2.1.2 Scope

This policy applies to all career service exempt positions (Schedule A) within DTS. Grievance procedures for career service (Schedule B) positions are outlined in UCA 67-19-19a and are not addressed under this policy.

2.1.3 Exceptions

None

2.2 DEFINITIONS

**Schedule A Employee**

An employee appointed to work for an unspecified period of time or who serves at the pleasure of the appointing authority.

**Schedule A Position**

A position in State service exempted by law from provisions of competitive career service as prescribed in 67-19-15 and in Human Resource Management Rule R477-2-1(1).

## **Schedule B Employee**

An employee who has successfully completed a probationary period in a career service position.

### **2.3 POLICY**

It is the policy of DTS to provide a process for Schedule A employees to address job related concerns with their Supervisor. If a satisfactory resolution is not reached, the employee may access the mediation program provided through the Department of Human Resource Management.

Consistent with Human Resource Management Rule R477-2-3(2), employment actions shall not be based on race, religion, national origin, color, sex, sexual orientation, age, disability, protected activity under the anti-discrimination statutes, political affiliation, military status or affiliation, or any other non-job related factor, nor shall any person be subjected to unlawful harassment by a State employee.

The intent of this policy is not to address matters regarding the dismissal of Schedule A employees as articulated in the DTS policy *Dismissal of Schedule A Employees*.

### **2.4 PROCEDURE**

- 2.4.1 An employee must first seek resolution of concerns with the immediate Supervisor or the Supervisor's Supervisor. If the issue is not resolved at that point, the employee may inform the Human Resources Director, who will then determine whether or not the issue should be escalated to a higher level.
- 2.4.2 If resolution cannot be made, the employee may access the mediation program by contacting the Department of Human Resource Management. Information regarding the mediation program can be found on the Employee Relations section of the DHRM Web page at [www.dhrm.utah.gov](http://www.dhrm.utah.gov).
- 2.4.3 An employee who alleges illegal discrimination may submit a claim to the CIO/Executive Director of DTS. The employee may file a charge with the Utah Anti-Discrimination and Labor Division within 180 days of the alleged harm, or directly with the EEOC within 300 days. No State official shall impede any employee from the timely filing of a discrimination complaint in accordance with State (R477-2-3) and federal requirements.

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### **DOCUMENT HISTORY**

Originator:	Larene Wyss, DTS HR
Next Review:	May 15, 2008
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Reviewed By:	Larene Wyss, DTS HR